



## REGIONAL BUSINESS SERVICES RFP QUESTIONS AND ANSWERS

### July 21, 2009

The RFP states that questions received after 5:00 p.m. July 21 will not be answered. The following question was the last one received within the required timeframe.

**Q1: In Resource Document 5 (Budget Narrative & Workbook), you have a line item for Equipment and a line item for Computer Supplies. Can you please define each of these terms and indicate if there is a cost threshold for either line item?**

A: Resource Document 5 is designed as a narrative to assist reviewers in understanding what makes up the detail of a project budget. The categories within the Operating Expenses worksheet are those that historically have been included in projects budgets. Equipment is specific to Capital Equipment which is defined as tangible, nonexpendable personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit, including all costs related to the property's final intended use. Funder approval is required for all capital equipment purchases. "Computer Supplies" is simply the detail line for those supplies associated with maintaining a computer that might be direct-charged to a grant.

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### July 16, 2009

**Q1: #3 under the Proposal Response refers to the Budget Narrative and Workbook. Do you want us to address the Budget Narrative solely in Resource Document 5, or do we need to include a Budget Narrative in the Narrative Proposal?**

A: Resource Document 5 is a multi-tabbed Excel spreadsheet designed to capture all budget narrative detail required. There is no need to provide additional information.

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### July 15, 2009

**Q1: Relative to the Administrative Capacity submission, the RFP states: "If a document has been submitted to WSI since July 1, 2008 or as part of the workforce system procurement of 2008 it may still be valid and able to be used in this RFP review (based on insurance expiration dates, etc.). Please indicate in the response if WSI has a current copy of the document and do not provide a second copy." How should we make our administrative capacity submission if we believe this applies to us?**

A: Respondents should complete and submit the Administrative Capacity submission cover page and attach a document that indicates which of the required documents have been previously submitted to WSI (within the stated timeframe) and your assurance they are still current and applicable. As stated in the direction there is no need to provide a second set except in the instance of a document having expired (for example, insurance certificates).

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### July 10, 2009

**Q1: Why is there a suggestion of 4 FTE when there are 5 WorkSource Centers in the region?**



A: The intention of the Regional Business Specialists' contract is to serve the entire Region which includes all five sub-regions.

**Q2: What is the appropriate term for the WIA funding that will be used to support the grant? Can we use the term leverage if WIA funding is being used or can we use the term supplemental or formula funds?**

A: This RFP is being funded with ARRA funds which follow, for the most part, WIA formula rules. Respondents should identify leveraged funds by source, such as, TANF, BHCD, WIA Formula, etc.

**Q3: Under the Scope of Work item #5 - is the intent that the Employment Services staff will provide 1B training services to job seekers?**

A: No, as stated, the RBS staff will provide training and technical assistance to WorkSource Employment Services staff about 1B training services. RBS will be a link between participants who've completed training and the Employment Team and businesses.

**Q4: I would like clarification to Q1 of July 2, 2009. An average OJT is around \$3000. OJTs written for \$5,000 would require a wage of \$20.83. Can the responder budget for 4 FTE (full time) and commit to a minimum of 80 OJTs using funds from other sources to meet the \$400,000 OJT requirement as needed?**

A: For clarification, there is not a set period of time for an OJT training period – it can be anywhere from four to 26 weeks in duration. Training duration is negotiated with the employer on the basis of the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT.

The answer to the question is yes. The respondent may leverage funds from other sources for staffing or OJT costs, as long as they maintain the commitment to deliver a minimum of eighty (80) OJTs prior to June 30, 2010. If OJT agreements average less than \$5000 each, it is expected that more agreements will be written for a total training commitment of \$400,000.

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**July 2, 2009**

**Q1: In reviewing the RFP and the work that you are asking for responders to do, is there any flexibility in the \$400,000/\$275,000 split?**

A: There isn't flexibility in the funding split because WSI has a total of \$675,000 available for this project. Among other program design elements there is a requirement that at minimum 80 On-the-Job Training contracts be written. The maximum for an OJT contract is \$5,000 which means of the \$675,000 available \$400,000 will be needed to financially support the OJT requirement.

If, however, a respondent has a proposal that supports a different FTE structure or presents leverage training or personnel/operating funds that can be allocated to the project they should



outline the details in their proposal. Be sure to discuss and justify how either the work would be done within the different FTE structure or how project funding with leveraged resources would be used to meet or exceed the project goals and objectives.